 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>ARIZONA STATE PRISON</p> <p>DUTY SPECIFIC ORDERS</p>	<p>POST ORDER</p> <p>RESTRICTED</p> <p>HOUSING UNIT SECURITY OFFICER</p>		
	<p>POST ORDER:</p> <p style="text-align: center;">35</p>	<p>SUPERSEDES:</p> <p style="text-align: center;">05/19/12</p>	<p>EFFECTIVE DATE:</p> <p style="text-align: center;">05/15/13</p>

Purpose: The purpose of this Post Order is to define a set of duties and responsibilities for the consistent and efficient operation of this post.

1.0 SPECIFIC RESPONSIBILITIES AND DUTIES:

- 1.1. The Housing Unit Officer shall be responsible for safety/security in the Housing Unit.
 - 1.1.1. The Housing Unit Floor Officer shall remain in "constant motion" during the performance of their assigned duties.
- 1.2. The Housing Unit Control Room Officer shall maintain all journals, logs, and reports pertinent to the post using communication devices as needed.
- 1.3. The Housing Unit Officer shall monitor and control all inmate movement within the Housing Unit both visually and through the use of communication devices.
- 1.4. Coordinate all turnouts (i.e. visitation, programs, and work crews) to ensure the Inmate Master Pass / TOSS system is followed and enforced through the Unit Main Control Room, Yard Office or Yard Officer.
- 1.5. Using the continuous motion concept, the staff member assigned to this post shall be responsible for conducting security, fire/safety and sanitation checks as close to 30 minutes (as duties allow) but not to exceed one hour in the assigned area. These shall be conducted randomly without establishing a pattern. In the event a security check cannot be completed or a discrepancy is noted within the designated time, the Shift Commander shall be immediately notified.
 - 1.5.1. Check inmates individual housing areas for institutional rule violations including compliance with Department Order 704 and threats of escape plans and other threats to secure and orderly operation of the unit.
 - 1.5.2. Security checks of inmates will include physically observing living, breathing flesh.
 - 1.5.2.1. Floor officers will conduct checks as required and remain with the building population during such events as chow and recreation turn outs; all checks will still be required to be completed. The Control Room Officer will remain at post during the entire shift continually observing activity occurring in the Housing Area. While the floor and control officer MAY exchange positions it is done ONLY with shift commander approval.
 - 1.5.2.2. Security checks will include a review of all common areas such as bathrooms, dayrooms porter closets, emergency exits (to ensure they are secure) plumbing chases (to ensure they are secure), integrity of the walls and access points for electrical and plumbing should be secured. Offices in area of responsibility will be visually inspected (window coverings/obstructions will be unacceptable and need to be reported to the shift commander) when in use and secure when not in use.
- 1.6. Supervise and direct the housing unit porters to maintain a high standard of sanitation.

- 1.7. Conduct fire and safety inspections (fire watches) on a continuous basis. These inspections shall be conducted during your regular security checks. The results shall be logged in the Correctional Service Journal.
 - 1.7.1. Areas of inspection include, but are not limited to; light switches, fixtures, plumbing, laundry appliances, walls, ceilings, floors, closets, doors, locks, windows, heating, and cooling equipment.
 - 1.7.2. Report and document fire and safety hazards to the Shift Supervisor for immediate correction.
 - 1.7.3. Monitor lights within the Housing Units and administrative areas to ensure that they function from sundown to sunrise.
- 1.8. Maintain a high standard of sanitation in the Housing Unit Control Room IT IS EXPECTED THAT THIS AREA IS CLEANED ONCE PER SHIFT and that a clean and sanitary post is ready for the relieving shift.
- 1.9. Enforce all Housing Regulations, Department Orders, and Post Orders.
 - 1.9.1. Monitor noise levels within the housing units ensuring that the inmates use head phones appropriately on all televisions and radios, appliances will be off when not in use. Headphones will not be used as external speakers.
- 1.10. Supervise inmate housing movement to the extent possible, both in and out of housing unit, documenting any movement in the housing Unit Correctional service Journal and count sheets.
 - 1.10.1. Inspect inmate living areas, prior to and after any movement, noting specifically any physical damage or vandalism prior to any new arrival.
 - 1.10.2. Report any damage or vandalism to the Shift Supervisor, complete necessary reports, and issue appropriate disciplinary action(s) to the involved inmate(s).
- 1.11. Conduct searches of inmate living areas and record in the appropriate journals and logs.
 - 1.11.1. All units shall make a reasonable attempt to have the inmate present during the search. If the inmate is not present then two (2) officers shall be required to conduct the search. The Correctional Service Journal shall document the reason why the inmate was not present.
- 1.12. Conduct random searches of common inmate areas including, but not limited to:
 - 1.12.1 Day Rooms
 - 1.12.2 Bathrooms
 - 1.12.3 Laundry facilities
 - 1.12.4 Ensure searches are documented in the Correctional Service Journal, Search Log.
- 1.13. Conduct inmate counts both, scheduled and emergency, as dictated by Unit Institution/Post Orders. Counts shall be recorded in the Housing Unit Correctional service Journal.
- 1.14. Brief the incoming officer.
 - 1.14.1. Briefing shall cover all activities of the previous shift and include those currently in progress. Note any changes in the physical number of inmates assigned to the housing area and any transfer of equipment assigned to that post.
- 1.15. Conduct random pat searches and strip searches as needed or as directed.

2.0 EQUIPMENT:

- 2.1 All assigned security equipment shall be accounted for and turned over to the relieving officer; the equipment will be documented in the Correctional Service Journal at the beginning and ending of each shift, to include ALL key inventories.
 - 2.1.1 If a cut down tool is assigned to the post:
 - 2.1.1.1 Inspect the cut down tool for serviceability.
 - 2.1.1.2 Be aware of where the cut down tool is located for your Unit.
- 2.2 Any damaged or broken equipment shall be reported to the shift supervisor. An Information Report and a Work Order shall be completed and submitted with any item needing repair.
- 2.3 Ensure ALL porter equipment is accounted for at the beginning/ending of shift in the Correctional Service Journal ensure an inventory sheet is available indicating each approved item.

3.0 REQUIRED CORRECTIONAL SERVICE JOURNAL ENTRIES:

- 3.1 The Housing Unit Control Room Officer shall record the following in the Service Journal:
 - 3.1.1 A Security Device Inspection shall be completed at the beginning and ending of each shift.
 - 3.1.2 Officer conducting the Security Device Inspection.
 - 3.1.3 Time Security Device Inspection is completed.
 - 3.1.4 The results of the Security Device Inspection.
 - 3.1.5 If there are no discrepancies found the notation "All operational" will be written in the Service Journal.
 - 3.1.6 All Security Device Inspection discrepancies require an Information Report, and a Work Order.
 - 3.1.7 The Information Report number and the Work Order number shall be written in the Service Journal.
- 3.2 Key Control - Each shift's Service Journal entry will include:
 - 3.2.1 Key Inventory at the beginning of each shift.
 - 3.2.1.1 All key sets assigned to the Post and the number of keys on each set.
 - 3.2.1.2 This is in addition to any separate inventory sheets that are required.
 - 3.2.2 Key inventory at the end of each shift.
 - 3.2.2.1 The Correctional Service Journal entry will state that all the keys have been accounted for and have been passed on to the oncoming shift.
- 3.3 The following shall also be recorded in the Service Journal.
 - 3.3.1 Names of officers being relieved from the previous shift.
 - 3.3.2 Time, location, Information Report numbers, and officers involved in the searches of inmate living areas.
 - 3.3.3 Time and officer conducting inspections/checks, ensuring sanitation, safety, and maintenance of the Housing Unit.

- 3.3.3.1 Include the inspection's results and any corrective action taken.
- 3.3.4 An inventory of all equipment, to include post orders is to be conducted at the beginning of each shift reflecting any deficiencies and related work orders. All equipment inventoried shall be listed individually in the journal.
- 3.3.5 All maintenance issues.
- 3.3.6 All completed work orders.
- 3.3.7 All disciplinary violations with inmate name(s) and DOC #(s).
- 3.3.8 All Daily housing unit sanitation inspections. Beginning and ending times to be entered.
- 3.3.9 All IR's generated from the post (The IR # will be entered into the Journal).
- 3.3.10 All searches of inmates.
 - 3.3.10.1 Any search in which contraband is found.
 - 3.3.10.1.1 An Information Report will be completed and the report number entered in the Service Journal.
 - 3.3.10.1.2 The search will be entered in the Unit Search Log located in the Yard Office.
- 3.3.11 Names of officers relieving from the oncoming shift.
- 3.3.12 All security checks shall be logged with the beginning and ending times.
- 3.3.13 All staff entering/exiting the Housing Unit who are not assigned to the post.
- 3.3.14 All inmate turnouts; Meals, Recreation, Education, etc. to include departure and return times with exact number of inmates.

4.0 COUNTS:

- 4.1 The Housing Unit Officer shall conduct formal counts (face to ID card) at the following required times or as directed by the Shift Commander.
 - 4.1.1 Day Shift – 1100 hours.
 - 4.1.2 Swing Shift – 1600 and 2030 hours.
 - 4.1.3 Graveyard Shift – 2300 and 0400 hours.
 - 4.1.4 Informal counts on Graveyard Shift are at 0000, 0100, 0200 and 0300 hours.
- 4.2 The Housing Unit Officer shall conduct counts in accordance with established count procedures:
 - 4.2.1 Conduct a face to Identification Card count and ensure that each inmate is physically present and observe living, breathing flesh. (Flesh and / or hair alone shall not be acceptable as evidence of a living person.).
 - 4.2.2 Report the count of inmates physically present to Main Control or the Accountability Officer.
 - 4.2.3 Record in the Service Journal and on the count sheet the time count was completed and the number of inmates physically present.
 - 4.2.4 Maintain count sheets as approved changes occur.

- 4.2.5 Count sheets shall be marked with:
 - 4.2.5.1 An "X" for each inmate present.
 - 4.2.5.2 An "O" for each inmate out.
 - 4.2.5.3 A "V" for each unassigned or vacant inmate bed.

5.0 MAIL:

- 5.1 Deliver mail and paperwork addressed to inmates assigned to the housing unit if applicable.
 - 5.1.1 All U.S. and Legal Mail must be hand delivered to the inmate.
 - 5.1.2 Properly process/forward all inmate concerns (paperwork) as received.
 - 5.1.3 Supply inmates with blank ADC forms as requested.
 - 5.1.4 Upon notification that an inmate has received a money order in their mail; an Information Report and a seized property form will be completed.
 - 5.1.5 A copy of the money order, money receipt form, envelope and I.R. will be made. The original Information Report and copies will be given to the shift supervisor.

6.0 FIRE/SAFETY:

- 6.1 Ensure daily checks are completed on all Housing Unit fire/safety equipment.
 - 6.1.1 Daily inspections on all fire extinguishers shall be completed.
 - 6.1.1.1 If the extinguisher needs to be filled / recharged submit an Information Report and notify the Shift Commander.
 - 6.1.2 All electrical outlets, breaker boxes, plugs, outlets, transfer boxes, etc., shall be inspected once a shift.
 - 6.1.3 Ensure First Aid Kit is present and sealed.
 - 6.1.3.1 If a seal is broken conduct an inventory of the box using the inventory list inside to determine which supplies have been used, an Information report needs to be submitted to the Shift Commander to ensure replacement of the missing items.
 - 6.1.4 Conduct continuous safety and hazard checks in the Housing Unit.
 - 6.1.4.1 Ensure all exits in the Housing Unit are marked and clear of all obstacles.
 - 6.1.4.2 Ensure areas with wet floors have signs easily visible to all personnel.
 - 6.1.4.3 Ensure any other safety hazards are noted in the Service Journal and corrected.
 - 6.1.5 Ensure evacuation routes for an emergency are posted in the Housing Unit.
 - 6.1.6 Ensure all personnel know the routes for an emergency evacuation.

7.0 CONSUMER GRADE / RESTRICTED PRODUCT:

- 7.1 The Housing Unit Officer shall be responsible for the inventory and control of consumer grade product within the Housing Unit.

- 7.2 Restricted products shall not be stored in the Housing Unit
- 7.3 Non-hazardous cleaning supplies shall be stored in the designated area of each Housing Area.
- 7.4 The Housing Unit Officer shall be responsible for supervising the Housing Unit porter(s).

DEFINITIONS:

Restricted Product – Product that, if misused, could pose a threat to the safety of staff, inmates or to the security of an institution. Specifically, these products:

- May cause serious permanent or temporary injuries such as burning, blinding or a painful / disabling condition.
- Are canister fuels that, when dispensed, can readily be used as a weapon or for arson.

Material Safety Data Sheet (MSDS) – Data sheet provided by the manufacturer/distributor for each hazardous substance that gives critical, which gives critical information about the chemical, i.e. potential hazards, possible effects, directions for appropriate use, and treatment information. Refer to Page 41, Section 14 of the ADC Safety and Loss Control Manual.

REFERENCES:

D.O. 105 – INFORMATION REPORTING
D.O. 404 – FIRE SAFETY AND LOSS CONTROL
D.O. 407 – HAZARDOUS MATERIAL CONTROL
D.O. 701 – INMATE ACCOUNTABILITY
D.O. 702 – KEY CONTROL
D.O. 704 – INMATE REGULATIONS
D.O. 708 – SEARCHES
D.O. 712 – TOOL AND RESTRICTED PRODUCT CONTROL
D.O. 909 – INMATE PROPERTY
D.O. 914 – INMATE MAIL

UNIT SPECIFIC POST ORDER

Arizona State Prison Complex – YUMA

1.0 GENERAL ESCORT PROCEDURES:

1.1 ICS or general movement of an inmate:

1.1.1 ICS or general movement of an inmate:

1.1.1.1 Prior to transporting any non-compliant or combative inmate, ensure the inmate is restrained and a spit mask is applied, if needed. The inmate shall be moved on a gurney.

1.1.1.2 During an escort of an inmate that changes from compliant to non-compliant, the escort will be stopped and the inmate placed on a gurney.

1.1.2 Cell Extractions:

1.1.2.1 After the inmate is secured in restraints, the Incident Commander shall instruct four team members to place the inmate on a stretcher, restraint chair, gurney, back-board, or other appropriate means to immobilize and physically move the inmate, or otherwise carry/transport the inmate to Health Unit for examination and/or treatment.

1.1.2.2 A back-board shall be used to move the inmate from upper tiers to lower tiers for placement on the gurney in incidents that are considered non-compliant, combative, or medical incidents where further injury could occur by the inmate walking down stairs.

2.0 CODE 20:

2.1 Code 20 of non-uniform staff:

2.1.1 Code 20 of non-uniform staff:

2.1.1.1 Cocopah Housing Unit 3 Officer is responsible to conduct 3 Security Checks per hour of Sector 3. The Security Checks shall be 1 by radio or telephone and 2 Physical Security Checks, ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure." This Post shall report if the Sector is unoccupied.

2.1.1.2 Cocopah Housing Unit 4 Officer is responsible to conduct 3 Security Checks per hour of Sector 3. The Security Checks shall be 1 by radio or telephone and 2 Physical Security Checks, ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure." This Post shall report if the Sector is unoccupied.

2.1.1.3 Cocopah Housing Unit 5 Officer is responsible to conduct 3 Security Checks per hour of Sector 3. The Security Checks shall be 1 by radio or telephone and 2 Physical

Security Checks, ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure." This Post shall report if the Sector is unoccupied.

- 2.1.1.4 Cheyenne Housing Unit 4 Floor Officer is responsible to conduct 3 Security Checks per hour of Sector 1 North. The Security Checks shall be 1 by radio or telephone and 2 Physical Security Checks, ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure." This Post shall report if the Sector is unoccupied.
- 2.1.1.5 Cheyenne Housing Unit 11 Floor Officer is responsible to conduct 3 Security Checks per hour of Sector 1 South. The Security Checks shall be 1 by radio or telephone and 2 Physical Security Checks, ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure." This Post shall report if the Sector is unoccupied.
- 2.1.1.6 Cheyenne Housing Unit 7 Floor Officer is responsible to conduct 3 Security Checks per hour of Sector 5. The Security Checks shall be 1 by radio or telephone and 2 Physical Security Checks, ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure." This Post shall report if the Sector is unoccupied.
- 2.1.1.7 Cheyenne Housing Unit 8 Floor Officer is responsible to conduct 3 Security Checks per hour of Sector 6. The Security Checks shall be 1 by radio or telephone and 2 Physical Security Checks, ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure." This Post shall report if the Sector is unoccupied.
- 2.1.1.8 LaPaz 4 E/F Floor Officer is responsible to conduct 3 Security Checks per hour of Sector 1. The Security Checks shall be 1 by radio or telephone and 2 Physical Security Checks, ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure." This Post shall report if the Sector is unoccupied.
- 2.1.1.9 LaPaz 5 A/B Floor Officer is responsible to conduct 3 Security Checks per hour of Sector 2. The Security Checks shall be 1 by radio or telephone and 2 Physical Security Checks,

ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure."
This Post shall report if the Sector is unoccupied.

2.1.1.10 LaPaz 6 A/B Floor Officer is responsible to conduct 3 Security Checks per hour of Sector 3.

The Security Checks shall be 1 by radio or telephone and 2 Physical Security Checks, ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure."
This Post shall report if the Sector is unoccupied.

2.1.1.11 LaPaz 7 C/D Floor Officer is responsible to conduct 3 Security Checks per hour of Sector 8.

The Security Checks shall be 1 by radio or telephone and 2 Physical Security Checks, ensuring all personnel in the area are secure. The 3 Security Checks shall be at staggered times during the hour. Upon completion of a Security Check, this Post shall notify Main Control with the results of the Security Check, identifying the Sector checked as "All secure."
This Post shall report if the Sector is unoccupied.

3.0 WORK STATION OFFICER

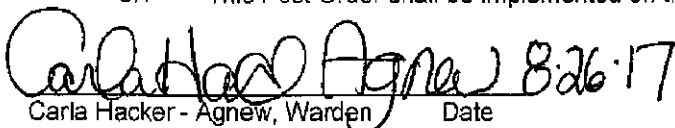
- 3.1 The work station officer will no longer be a stationary post.
- 3.2 The work station officer will be responsible beginning and ending inventories for the building.
- 3.3 The work station officer will be the point of contact for the building.
- 3.4 The work station officer will be responsible for ensuring timely completion of all turn outs.
- 3.5 The Work station officer will be responsible for accurate completion of all documentation associated with the control room.

4.0 BUILDING FLOOR OFFICER

- 4.1 All officers assigned to the building are floor officers with the exception of the work station officer.
- 4.2 Will remain in constant motion
- 4.3 Will respond to ICS's as designated in briefing.
- 4.4 Will reconcile count with the work station officer
- 4.5 Will be responsible for logging in the correctional service journal the following actions they complete:
 - 4.5.1 Security Checks/Fire Watches
 - 4.5.2 Searches
 - 4.5.3 Counts
- 4.6 Can be assigned to other duties as assigned by the Shift supervisor.
- 4.7 Count will be conducted at all times by two staff members unless otherwise directed by the Shift Commander.

5.0 IMPLEMENTATION

- 5.1 This Post Order shall be implemented on the effective date without modification.


Carla Hacker - Agnew, Warden Date

ASPC - YUMA